

Major Event Planning Guide

Eastern Idaho Public Health

Sanitation

All waste must be disposed of in approved facilities. Options include:

1. Existing approved facilities capable of meeting the needs of the event, to include public & private restrooms.
2. Portable Sanitation Units
 - a. Must meet the criteria stipulated in the Idaho Department of Environmental Quality Technical Guidance Manual (TGM) for Individual and Subsurface Sewage Disposal Systems (see attachment).
 - b. Must be serviced by a sewage pumper, with appropriate equipment, and licensed in the State of Idaho.
3. New/additional on-site sewage disposal facilities (i.e. standard disposal systems, vault toilets, pit privies, RV dump stations, etc.).
 - a. Requires permitting through Eastern Idaho Public Health.
 - b. Must meet all sewage disposal requirements contained in IDAPA 58.01.03, Individual/Subsurface Sewage Disposal Rules, and the TGM.

Food

All food provided to the public (sold or given) must come from an approved source, and food vendors properly licensed.

1. Vendors providing food must either have an Idaho Food Establishment License, covering the specific event, or a completed Idaho Cottage Food/Low Risk Food Assessment.
2. Typically, vendors apply for/receive a temporary event food license for the event they attend. The application must be received by Eastern Idaho Public Health (EIPH) at least two weeks prior to the event (see attachment).
3. Some food that is not time/temperature controlled for safety, and meets the conditions stipulated in the Idaho Food Code for either cottage food or low risk food, may qualify for a Cottage Food/Low Risk Food Assessment (see attachment).
4. All food vendors should contact EIPH early in the event planning process to determine the licensing/assessment requirements.
5. Event planners should receive copies of the license or assessment before allowing food vendors to participate in the event.

Solid Waste

Event planning must contain appropriate procedures and allocated resources for the collection, storage, transportation, and final disposal of all solid waste. Where feasible, source reduction and on-site/off-site recycling should be considered.

Drinking Water

1. Public water systems should be reviewed to ensure they have been properly operated and maintained, and inspected as required, by the regulatory authority.
2. Other than factory sealed bottled water, care should be taken when providing water from private sources. Private well owners are encouraged to conduct bacteria and nitrate testing routinely, and prior to the distribution of water at any event.

For additional information:

www.eiph.idaho.gov

EIPH/Driggs – (208) 354-2220

EIPH/Idaho Falls – (208) 523-5382